

# House Resolution 4 - Reprinted

## HOUSE RESOLUTION NO. 4

BY COMMITTEE ON ADMINISTRATION AND RULES

(SUCCESSOR TO HSB 1)

(As Amended and Passed by the House February 3, 2015)

1 A Resolution relating to permanent rules of the House  
2 of Representatives for the Eighty-sixth General  
3 Assembly.

4 BE IT RESOLVED BY THE HOUSE OF REPRESENTATIVES, That  
5 the permanent rules of the House for the ~~Eighty-fifth~~  
6 Eighty-sixth General Assembly be as follows:

### 7 DIVISION I — GENERAL RULES

#### 8 Rule 1

##### 9 Call to Order and Order of Business

10 The speaker shall take the chair at the hour to  
11 which the house has adjourned, and shall immediately  
12 call the house to order, correct the journal of the  
13 previous day's proceedings, and proceed to other  
14 business, including, but not limited to, introduction  
15 of bills, reports, messages, communications, business  
16 pending at adjournment, announcements, resolutions  
17 and bills on their passage, and points of personal  
18 privilege.

#### 19 Rule 2

##### 20 Quorum Call and Time of Convening

21 The house shall convene each Monday at 1:00 p.m.  
22 and at 8:30 a.m. on all other legislative days, unless  
23 otherwise ordered. The time of convening shall be  
24 recorded in the journal. The house shall not convene  
25 on Sunday during a regular or special session.

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1 The speaker or a member may request a roll call to  
2 determine if a quorum is present.

3 Rule 3

4 Absences from the House

5 No member shall be absent without leave while the  
6 house is in session unless excused for good cause.

7 Rule 4

8 Preservation of Order

9 The speaker shall preserve order and decorum and  
10 speak to points of order. Subject to an appeal to the  
11 house by any member, the speaker shall decide questions  
12 of order which shall not be debated.

13 The speaker may have the chamber of the house  
14 cleared in case of any disturbance or disorderly  
15 conduct.

16 Only past legislators, state officials, persons  
17 whose presence is deemed by the speaker to be of  
18 special significance to the house, and school classes  
19 accompanied by teachers and seated in the galleries  
20 shall be introduced in the house.

21 No person other than a member of the house shall be  
22 allowed to speak from the floor of the house without  
23 prior permission of the speaker.

24 The public may take photographs from the galleries  
25 at any time. However, the use of flash bulbs or any  
26 other artificial lighting is prohibited.

27 Members of the press may photograph from the press  
28 box, but shall not use artificial lighting without  
29 prior permission from the chief clerk of the house.  
30 Photographs shall not be taken on the house floor when

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1 the members are voting on a question put before the  
2 house. Photographs or video recordings of the voting  
3 boards shall not be taken while a nonrecord roll call  
4 vote is displayed. Photographs may be taken on the  
5 house floor at other times with the consent of the  
6 subject or subjects of the photography.

7

Rule 4A

8 Use of Electronic Devices and Video Streaming in  
9 Chamber

10 1. A person present in the house chamber while the  
11 house is in order shall mute any cell phone, computer,  
12 or other electronic device under the person's control.  
13 The speaker may remove from the chamber any person  
14 acting in violation of this rule.

15 2. A member shall not use a cell phone or other  
16 electronic device to audibly transmit or receive  
17 communications while recognized by the presiding  
18 officer to speak in debate.

19 3. The speaker shall control the time, place,  
20 and manner of use of the house's internet video  
21 streaming system on the floor of the house and in the  
22 visitors' galleries. However, the speaker shall not  
23 edit, censor, or shut off the house's internet video  
24 streaming system during debate on the floor of the  
25 house.

26

Rule 5

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Rules of Parliamentary Practice

28 The rules of parliamentary practice in Mason's  
29 Manual of Legislative Procedure shall govern the house  
30 in all cases where they are not inconsistent with the

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1 standing rules of the house, joint rules of the house  
2 and senate, or customary practice of the house.

3 Rule 5A

4 House Budget

5 The speaker of the house shall annually prepare a  
6 proposed budget for the house of representatives for  
7 the payment of expenses, salaries, per diems, and other  
8 items. The proposed budget shall be submitted on the  
9 fourteenth day of each legislative session to the house  
10 administration and rules committee, which shall approve  
11 a proposed budget in house resolution form. The house  
12 shall adopt a budget prior to adjournment.

13 Rule 6

14 The Speaker Pro Tempore

15 The house shall, at its pleasure, elect a speaker  
16 pro tempore. When the speaker shall for any cause be  
17 absent, the speaker pro tempore shall preside, except  
18 when the chair is filled by appointment by either  
19 the speaker or the speaker pro tempore. If a vacancy  
20 occurs in the office of speaker, the speaker pro  
21 tempore shall assume the duties and responsibilities  
22 of the speaker until such time as the house shall elect  
23 a new speaker. The speaker or the speaker pro tempore  
24 shall have the right to name any member to perform the  
25 duties of speaker, but such substitution shall not  
26 extend beyond the adjournment. The acts of the speaker  
27 pro tempore shall have the same validity as those of  
28 the speaker. In the absence of both the speaker and  
29 the speaker pro tempore, the house shall name a speaker  
30 who shall preside over it and perform all the duties of

1 the speaker with the exception of signing bills, until  
2 such time as the speaker or speaker pro tempore shall  
3 be present, and the person's acts shall have the same  
4 force and validity as those of the regularly elected  
5 speaker.

6 Rule 7

7 Amendment of Rules

8 A motion to change or rescind a standing rule or  
9 order of the house requires one day's notice.

10 Rule 8

11 Violation of House Rules

12 The speaker shall, or any member may, call to order  
13 a member who violates the rules of the house. With  
14 leave of the house, the member called to order may be  
15 permitted to explain. If the case requires it, the  
16 member shall be subject to censure of the house.

17 Rule 9

18 Referral of Rule Violations

19 The speaker shall, upon complaint of a member,  
20 or upon the speaker's own motion, refer any alleged  
21 violation of house or joint rules by house members,  
22 employees or staff to the house ethics committee upon  
23 an initial finding that an investigation is warranted.

24 The ethics committee shall investigate such  
25 allegations and report them back to the house with a  
26 recommendation.

27 Rule 10

28 Recognition and Decorum in Debate

29 A member who wishes to speak in debate shall be  
30 appropriately attired, with male members wearing coat

1 or tie. After recognition by the chair, a member  
2 shall respectfully address the presiding officer  
3 by saying "Mr. or Madam Speaker". A member shall  
4 confine all remarks to the question under debate,  
5 shall be respectful of other members, and shall avoid  
6 referencing or questioning the motives of another  
7 member.

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Rule 11

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Limit on Debate

10 No member shall speak more than once on the same  
11 question without leave of the speaker, nor more than  
12 twice until every member choosing to speak has spoken,  
13 except as provided in Rule 81. A member shall be  
14 limited to ten minutes debate on bills, resolutions,  
15 and amendments, but may be granted an extension of time  
16 by consent of the house. However, the floor manager  
17 of a bill or resolution and the lead sponsor of an  
18 amendment may exceed the ten-minute limit on opening  
19 and closing remarks.

20

Rule 12

21

Decorum During Debate

22 No member shall leave the house while the speaker  
23 is putting a question. No one shall pass between the  
24 speaker and a member who is speaking or two members who  
25 have been recognized by the speaker.

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Rule 13

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Stating the Question

28 When a motion is made, it shall be stated by the  
29 speaker. A motion made in writing shall be passed to  
30 the speaker's station before it is debated.

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Rule 14

Putting the Question

Questions shall be distinctly put in this form:

"All those in favor of (the question) shall say 'aye';"  
and after the affirmative voice is expressed, "All  
those opposed to (the question) shall say 'no'."

If the speaker is in doubt or a member of the house  
requests, a nonrecord roll call vote shall be taken.

DIVISION II — EMPLOYEES OF THE HOUSE

Rule 15

Chief Clerk of the House

The chief clerk of the house shall serve as  
parliamentarian and chief administrative officer of the  
house under the direction of the speaker of the house.  
The chief clerk shall supervise the chief clerk's  
office; be responsible for the custody and safekeeping  
of all bills, resolutions, and amendments filed,  
except when they are in the custody of a committee;  
have charge of the daily journal; have control of all  
rooms assigned for the use of the house; attest to the  
accuracy and correctness of text and action on bills  
and resolutions; process the handling of amendments  
when filed and during the floor consideration of bills;  
insert adopted amendments into bills before transmittal  
to the senate and prior to final enrollment; supervise  
legislative printing and the distribution of printed  
material; and perform all other duties pertaining to  
the office of the chief clerk.

Rule 16

Legislative and Session Days

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1 For purposes of these rules, a legislative day is a  
2 day when the house is called to order. A legislative  
3 day that runs past midnight is not considered a new  
4 legislative day. A session day is any calendar day  
5 beginning with the convening of the annual regular  
6 session and ending with adjournment sine die.

7 Rule 17

8 Sergeant-At-Arms

9 The sergeant-at-arms shall execute all orders of  
10 the house and the presiding officer; perform all  
11 assigned duties related to the policing and good order  
12 of the house; supervise the entrance and exit of all  
13 persons to and from the chamber; promptly execute all  
14 messages, etc.; provide that the chamber is properly  
15 ventilated and open for the use of the members; and  
16 perform all other services pertaining to the office of  
17 sergeant-at-arms.

18 Rule 18

19 Secretaries

20 Each member may hire a secretary for the legislative  
21 session who shall be under the general direction of the  
22 member and the chief clerk. Secretaries shall be on  
23 duty at the house from 8:00 a.m. to 4:30 p.m. Monday  
24 through Thursday and on other legislative days when  
25 required by the chief clerk, except when excused by the  
26 member for whom the secretary works. Secretaries shall  
27 perform such duties as may be assigned to them by the  
28 member or the chief clerk.

29 Rule 19

30 Extra Compensation of Employees

1 No employee shall receive any extra compensation,  
2 except as provided by the house, or tips for services  
3 performed while on duty. Any violation of this rule  
4 shall be grounds for removal.

5 DIVISION III — VISITORS AND LOBBYISTS

6 Rule 20

7 Admission to the House; Lobbying

8 The chamber of the house shall include the  
9 vestibule, restrooms, bill room, lounge, visitors'  
10 galleries, and floor of the house.

11 The floor of the house shall consist of the  
12 area between the north and south walls, including  
13 the representatives' desks, the press box, and the  
14 speaker's station, but excluding the visitors'  
15 galleries.

16 During a legislative day while the house is in  
17 order, no member of the general assembly or legislative  
18 employee or intern shall be admitted to the floor of  
19 the house if attired in jeans of any color without  
20 leave of the speaker.

21 During a legislative day while the house is in  
22 order, and one-half hour before the house convenes and  
23 one-half hour after the house recesses or adjourns,  
24 no person shall be admitted to the floor of the house  
25 except:

26 1. Members of the general assembly and authorized  
27 legislative employees in the performance of their  
28 duties.

29 2. Former members of the general assembly who are  
30 not registered lobbyists.

1 3. A general assembly member's family.

2 4. Representatives of the press, radio, and  
3 television who shall go directly to and from the press  
4 box.

5 5. Legislative interns registered with the chief  
6 clerk who shall go directly to and from the seat of  
7 their assigned representative or to be seated in the  
8 perimeter seating area.

9 6. Designated representatives of a political party  
10 having members serving in the house.

11 7. Members of the state executive council, the  
12 lieutenant governor, the attorney general, the  
13 governor's executive assistants and administrative  
14 assistants, and the administrative rules coordinator,  
15 all of whom shall be confined to the perimeter area.

16 The current status of former members of the general  
17 assembly shall govern their access to the floor under  
18 these rules.

19 No other persons shall be allowed on the house floor  
20 while the house is in order without permission of the  
21 presiding officer of the house. When the house is not  
22 in order, guests of a member of the general assembly  
23 escorted by that member shall be allowed on the house  
24 floor.

25 No person admitted to the floor of the house while  
26 the house is in order, except members of the general  
27 assembly, shall lobby or attempt to exercise any  
28 influence with any member for or against any matter  
29 then pending or that may thereafter be considered by  
30 the house.

1 A registered lobbyist shall not be admitted to  
2 the floor of the house on any legislative day except  
3 for ceremonial purposes or for attendance at public  
4 hearings.

5 A lobbyist who represents the position of a state  
6 government agency, in which the person serves or is  
7 employed as the designated representative for purposes  
8 of encouraging the passage or defeat of legislation,  
9 shall file with the chief clerk of the house a  
10 statement of the general subjects of legislation in  
11 which the lobbyist is or may be interested, but shall  
12 not lobby for or against a bill, resolution, or study  
13 bill unless the lobbyist does so with the written  
14 authorization and on behalf of a statewide elected  
15 or retained official. The official's writing may  
16 authorize the lobbyist to register and lobby for or  
17 against any or all bills in which the lobbyist is  
18 or may be interested or may restrict the lobbyist  
19 to register and lobby for or against only some bills  
20 in which the lobbyist is or may be interested. The  
21 written authorizations shall be filed with the chief  
22 clerk, according to a procedure established by the  
23 clerk for the filing of the authorizations and for  
24 making them available to the public, by the following  
25 statewide elected or retained official for the  
26 following offices, departments, agencies, and branch:  
27 By the attorney general, auditor of state, secretary  
28 of state, and treasurer of state, for their respective  
29 offices.

30 By the secretary of agriculture, for the department

1 of agriculture and land stewardship.

2 By the chairperson of the ethics and campaign  
3 disclosure board, for the executive director, legal  
4 counsel, and other employees of the board.

5 By the governor, for all other executive branch  
6 offices and departments.

7 By the chief justice of the supreme court, for the  
8 judicial branch.

9 Each member, employee of the house, and registered  
10 lobbyist may report violations of this rule immediately  
11 to the sergeant-at-arms or the chief clerk.

12 Any person for cause may be summarily dismissed  
13 from the chamber of the house, by action of the house,  
14 and may forfeit that person's right to admission  
15 thereafter.

16 Rule 20A

17 Legislative Interns

18 A member may appoint one or more interns who shall  
19 register with the chief clerk. Only one legislative  
20 intern per member of the house is allowed on the floor  
21 of the house at any one time.

22 Rule 21

23 Distribution of Literature and Other Items

24 No person except a member or employee of the house  
25 of representatives shall distribute or cause to be  
26 distributed any pamphlets, material, or other printed  
27 literature, or any other items to the members' desks  
28 in the house without authorization. An employee  
29 of the house shall generally distribute or cause  
30 to be distributed such literature or items only on

1 behalf of the employee's office or staff. Items which  
2 are permissible gifts under chapter 68B of the Code  
3 may be distributed to the members' desks with the  
4 authorization of the chief clerk.

5 All copies of pamphlets, material, or printed  
6 literature distributed by a member or employee of the  
7 house of representatives shall bear the name of the  
8 member or employee's office or staff.

9 Other distributions of pamphlets, material, or  
10 other printed literature shall bear their source of  
11 origin and be distributed through the legislative  
12 post office or to the members' desks by completing  
13 a form containing a member's or the chief clerk's  
14 authorization, with the authorization form filed with  
15 the chief clerk. The authorization form shall be  
16 retained for a reasonable time period by the chief  
17 clerk.

18 Rule 22

19 Distribution of Materials Printed by the State

20 A member of the house shall not distribute maps,  
21 books, and pamphlets which have been printed by the  
22 state of Iowa and upon which the name of the member  
23 of the house has been affixed unless the member has  
24 purchased the materials or unless the member has  
25 affixed the words "Paid for by the citizens of Iowa and  
26 distributed by representative (member's name)."

27 DIVISION IV — FORMS AND PROCEDURES FOR BILLS AND OTHER

28 DOCUMENTS

29 Rule 23

30 Documents Signed by the Speaker

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1 All acts and joint resolutions shall be signed by  
2 the speaker, and all writs, warrants, and subpoenas  
3 issued by order of the house, shall be signed by the  
4 speaker and attested by the chief clerk. The speaker  
5 shall cause certificates of recognition or condolence  
6 to be issued by the house which shall be signed by  
7 the speaker and the chief clerk. The chief clerk  
8 shall maintain a list of certificates issued including  
9 the name of the requesting member of the house, the  
10 name of the recipient, the reason for recognition or  
11 condolence, and the date of issuance.

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Rule 24

13

Presentation of Petitions

14 All petitions, memorials, and other papers addressed  
15 to the house shall be signed by the member and filed  
16 with the chief clerk. The receipt of petitions shall  
17 be noted in the journal and such petitions shall be  
18 available in the office of the chief clerk.

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Rule 25

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Consideration of Simple and Concurrent Resolutions

21 Action on a simple or concurrent resolution, except  
22 a memorial resolution, shall not be taken until one day  
23 after the resolution has been placed on the members'  
24 desks. After the resolution is adopted, the chief  
25 clerk shall have the resolution printed in the compiled  
26 journal and shall transmit certified copies of the  
27 resolution as directed.

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Rule 26

29

Unanimous Consent Calendar

30 The speaker may, upon the request of three members,

1 place on a unanimous consent calendar any house  
2 resolution or concurrent resolution which does not  
3 contain an appropriation and which has been laid over  
4 under Rule 25.

5 If such resolution is placed on the unanimous  
6 consent calendar, it may be removed only upon a written  
7 request submitted to the speaker by a member of the  
8 house.

9 If not removed after five legislative days, the  
10 chief clerk shall call up the resolution and without  
11 debate the speaker shall pronounce that it has passed  
12 by unanimous consent.

13 If the resolution is removed from the unanimous  
14 consent calendar, the speaker may again lay the  
15 resolution over under Rule 25, place it on a different  
16 calendar, or refer the resolution to any of the  
17 standing committees of the house.

18 Rule 26A

19 Senate Bills and Resolutions

20 A senate bill or resolution may be referred to a  
21 standing committee or passed on file.

22 Rule 27

23 Forms of Bills and Joint Resolutions

24 Every house bill shall be introduced by one or more  
25 members or by any standing or specially authorized  
26 committee of the house or the administrative rules  
27 review committee. All bills and joint resolutions  
28 introduced shall be prepared by the legislative  
29 services agency with title, enacting clause, text  
30 and explanation as directed by the chief clerk of the

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1 house. One copy of each bill shall be presented in a  
2 bill cover with the number of copies of the bill and  
3 the title as directed by the chief clerk.

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Rule 28

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Joint and Nullification Resolutions

6 Joint resolutions shall be framed and treated as  
7 bills.

8 A "nullification resolution" is a joint resolution  
9 which nullifies all of an administrative rule, or  
10 a severable item of an administrative rule adopted  
11 pursuant to chapter 17A of the Code. A nullification  
12 resolution shall not amend an administrative rule by  
13 adding language or by inserting new language in lieu of  
14 existing language.

15 A nullification resolution may be introduced by an  
16 individual, a standing committee or the administrative  
17 rules review committee, and may be referred to a  
18 standing committee. A nullification resolution is  
19 debatable, but cannot be amended on the floor of the  
20 house.

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Rule 29

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Time of Introduction of Bills

23 No bill or joint resolution under individual  
24 sponsorship, other than a nullification resolution,  
25 shall be read for the first time after 4:30 p.m. on  
26 Friday of the fifth week of the first regular session  
27 of the general assembly unless a formal request for  
28 drafting the bill has been filed with the legislative  
29 services agency before that time.

30 After adjournment of the first regular session,

1 bills may be prefiled at any time before the convening  
2 of the second regular session. No bill or joint  
3 resolution under individual sponsorship, other than a  
4 nullification resolution, shall be read for the first  
5 time after 4:30 p.m. on Friday of the second week of  
6 the second regular session of the general assembly  
7 unless a formal request for drafting the bill has been  
8 filed with the legislative services agency before that  
9 time.

10 However, bills or joint resolutions sponsored  
11 by standing committees or the administrative rules  
12 review committee, co-sponsored by the majority and  
13 minority floor leaders, or companion bills sponsored  
14 by the house majority leader and the senate majority  
15 leader may be drafted and introduced at any time  
16 permissible under Joint Rule 20. House, concurrent,  
17 and nullification resolutions may be introduced at any  
18 time.

19 Rule 30

20 Introduction and Reading of Bills

21 All bills and resolutions to be introduced in the  
22 house shall be prepared in proper form and filed  
23 with the chief clerk no later than 4:30 p.m. on the  
24 legislative day preceding its introduction.

25 Every bill shall receive two readings but no bill  
26 shall receive its first and last readings on the same  
27 day.

28 A "reading of a bill" as required by these rules  
29 shall consist of a reading of the title and enacting  
30 clause.

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Rule 31

First Reading, Commitment, and Amendment

1. A bill is introduced into the house by an initial or "first reading of the bill".

2. When the house is in session the first reading shall consist of a "reading" as provided in Rule 30.

3. Upon a first reading of the bill, the speaker shall state that it is ready for commitment or amendment; and the speaker shall commit it to the standing or select committee, or to a committee of the whole house. If to a committee of the whole house, the house shall determine on what day.

4. On a nonlegislative day the speaker may cause a statement, which shall consist of the title, enacting clause, bill number and committee to which the bill is referred, to be published in the house journal. This publication shall constitute a first reading and commitment and shall contain the notation "read and committed under Rule 31".

5. All amendments offered to bills and resolutions shall be accompanied by such copies as the chief clerk shall direct.

6. Such amendments shall give the number of the bill sought to amend and the chief clerk shall designate each such amendment thus: Amendment to House File \_\_\_\_\_, or Senate File \_\_\_\_\_, by \_\_\_\_\_.

7. A bill reported out by committee shall go to the speaker who shall direct that the bill be placed on the regular calendar unless it covers subject matter more

1 properly within the jurisdiction of some other standing  
2 committee, in which case the speaker shall refer the  
3 bill to the proper standing committee. In order to  
4 expedite important business and set a definite time for  
5 the bill's consideration, the speaker may direct the  
6 bill to be placed on the special order calendar.

7 8. No amendment to the rules of the house, to any  
8 resolution or bill, except technical amendments and  
9 amendments to bills substituted for by senate files  
10 containing substantially identical title, language,  
11 subject matter, purpose and intrasectional arrangement,  
12 shall be considered by the membership of the house  
13 without a copy of the amendment having been filed with  
14 the chief clerk by 4:00 p.m. or within one-half hour of  
15 adjournment, whichever is later, on the day preceding  
16 floor debate on the amendment. If the house adjourns  
17 prior to 2:00 p.m. on Friday, the final deadline is two  
18 hours after adjournment. However, committee amendments  
19 filed pursuant to the submission of the committee  
20 report may be accepted after this deadline. This  
21 provision shall not apply to any proposal debated on  
22 the floor of the house after the thirteenth week of  
23 the first session and the twelfth week of the second  
24 session. No amendment or amendment to an amendment  
25 to a bill, rule of the house, or resolution shall be  
26 considered by the membership of the house without  
27 a copy of the amendment being on the desks of the  
28 entire membership of the house prior to consideration.  
29 However, the membership of the house may consider an  
30 amendment or an amendment to an amendment to a bill,

1 rule of the house, or resolution without a copy of the  
2 amendment being on the desks of the entire membership  
3 of the house prior to consideration if a copy of the  
4 amendment is made available to the entire membership of  
5 the house electronically.

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Rule 32

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Commitment of Appropriation and Revenue Bills

8 All bills to appropriate money shall be referred to  
9 the appropriations committee, and all bills pertaining  
10 to the levy, assessment, or collection of taxes or fees  
11 shall be referred to the committee on ways and means.

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Rule 33

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Regular Calendar

14 Bills, nullification resolutions, and joint  
15 resolutions reported out for passage, amendment and  
16 passage, or without recommendation by a committee,  
17 or passed on file shall be arranged on a regular  
18 calendar by the chief clerk each day and electronically  
19 distributed to the members at the opening of each  
20 legislative day. The regular calendar shall include  
21 a list of bills, nullification resolutions, and joint  
22 resolutions which have been special ordered, including  
23 the date upon which debate is scheduled to begin  
24 on each of them, which shall be no sooner than five  
25 session days from the first date of publication on the  
26 regular calendar.

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Rule 34

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Daily Debate Calendar

29 The majority floor leadership shall cause to  
30 be prepared and distributed to the members at the

1 opening of each legislative day when floor action is  
2 scheduled, a daily debate calendar consisting of bills,  
3 nullification resolutions, and joint resolutions from  
4 the regular calendar setting forth the number and  
5 title of bills, nullification resolutions, and joint  
6 resolutions for the next legislative day that floor  
7 action is scheduled.

8 This rule does not apply to bills which have passed  
9 both houses in different forms, reconsiderations, or  
10 veto reconsiderations.

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Rule 35

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Substitution of Bills

13 A senate bill or resolution may be substituted  
14 for an identical house bill or resolution which has  
15 been called up for debate. An amendment to a senate  
16 bill or resolution which has been substituted for an  
17 identical house bill or resolution is out of order if  
18 an identical amendment to the house bill or resolution  
19 was considered.

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Rule 36

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Consideration of Committee Amendments

22 After a bill has been referred and reported back,  
23 it shall be considered on its first reading after the  
24 amendments of the committee have been read.

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Rule 37

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Amendments to Special Order Bills

27 All amendments to bills which have been special  
28 ordered shall be filed at least three session days  
29 prior to the date set for debate. Amendments to an  
30 amendment shall be filed at least two session days

1 prior to the date set for debate. However, corrective  
2 amendments and amendments sponsored by either the  
3 majority floor leader or the minority floor leader may  
4 be filed at any time. Rule 31, subsection 8, shall not  
5 apply to these amendments.

6 A corrective amendment is an amendment which does  
7 not substantively change the amendment or the bill.

8 Rule 38

9 Germane Amendments

10 An amendment must be germane to the subject matter  
11 of the bill it seeks to amend. An amendment to an  
12 amendment must be germane to both the amendment and the  
13 bill it seeks to amend. When a member objects to an  
14 amendment on grounds that the amendment is not germane,  
15 the speaker may invite members, who shall include the  
16 majority and minority leaders, to the speaker's station  
17 to discuss the objection.

18 Rule 39

19 Consideration of Bills

20 Bills, including committee bills, joint resolutions,  
21 and nullification resolutions, reported out for  
22 passage, for amendment and passage, or without  
23 recommendation by the committee, are first eligible to  
24 be acted upon beginning the third legislative day they  
25 appear on the regular calendar.

26 Committee reports shall be printed in the journal  
27 immediately after they are filed with the chief clerk.  
28 Reports recommending bills, joint resolutions, and  
29 nullification resolutions for passage, for amendment  
30 and passage, or without recommendation shall stand

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1 approved unless written objections are filed during  
2 the first legislative day following their printing in  
3 the journal. If objections are filed, they shall be  
4 disposed of as soon as possible.

5 Rule 40

6 Consideration of Bills Upon Last Reading

7 No amendment, unless by way of correcting an error  
8 or omission, shall be received to any bill on its last  
9 reading, and no debate shall be allowed on it.

10 Rule 41

11 Printing of Bills and Joint Resolutions

12 Bills and joint resolutions shall be printed in form  
13 as provided by law and by rule. Each house may direct  
14 the printing of an additional number of its own bills.

15 Legalizing bills of a local or private nature shall  
16 be printed in bill form and placed in the files of the  
17 members, the same as other bills, in the order of their  
18 introduction. The cost of printing shall be deposited  
19 with the treasurer of state in advance at a rate to be  
20 fixed, and the newspaper publication of the bill shall  
21 be without cost to the state. No legalizing act may  
22 be introduced until all provisions of law have been  
23 complied with.

24 Rule 42

25 Certification and Engrossment of Bills

26 The chief clerk shall certify the passage of each  
27 bill and note the date of its passage.

28 In engrossing a bill, the chief clerk shall  
29 correct all obvious typographical, spelling, or other  
30 clerical errors and change section subunit numbers

1 and letters and internal references as required to  
2 conform the original bill to any amendments which have  
3 been adopted. The chief clerk shall report all such  
4 corrections or changes in the journal. The engrossed  
5 bill shall be placed in the bill file with the original  
6 bill and amendments.

7

Rule 43

8

Rereferral

9 A bill may be rereferred by the speaker or, upon  
10 motion, by the house at any time before its passage and  
11 after the report of its referral to committee.

12

Rule 44

13

Effect of Indefinite Postponement

14 When a question is indefinitely postponed, it shall  
15 not be acted upon again during that session.

16

Rule 45

17

Status of Bills Following First Regular Session

18 Except for those bills which have been adopted by  
19 both houses in different forms, all bills which have  
20 not been withdrawn, defeated or indefinitely postponed,  
21 shall be rereferred to committee upon adjournment of  
22 the first regular session. Within seven days after  
23 the first committee meeting following convening of  
24 the second regular session, the committee chair shall  
25 submit the bill to the full committee for action or the  
26 chair shall reassign the bill to a subcommittee.

27

DIVISION V — COMMITTEE PROCEDURES

28

Rule 46

29

Appointment of Committees

30

All committees shall be appointed by the speaker,

1 unless otherwise especially directed by the house.  
2 Minority party members of a committee shall be  
3 appointed by the speaker upon recommendation of the  
4 minority leader.

5 Rule 47

6 Reserved

7 Rule 48

8 Study Bills

9 A study bill is any matter which a member of  
10 the house wishes to have considered by a standing  
11 committee, other than appropriations, without being  
12 introduced in the house by a first reading. A  
13 study bill shall be prepared in proper form by the  
14 legislative services agency prior to submission.

15 Upon taking possession of a study bill, the  
16 committee chair shall notify the speaker and then  
17 submit four copies of the bill to the legal counsel's  
18 office for numbering.

19 A study bill shall bear the name of the member who  
20 wishes to have the bill considered. A study bill  
21 submitted by a state agency or board for consideration  
22 shall bear the name of the state agency or board. A  
23 committee chair may submit a study bill in the name of  
24 that committee.

25 Final committee action on a study bill shall not be  
26 taken until one day following the notation of the study  
27 bill assignment in the house journal.

28 Rule 49

29 Committee Meetings

30 No committee, except a conference committee or the

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1 administrative rules review committee, shall meet  
2 while the house is in session without special leave.  
3 Committees with overlapping memberships shall not meet  
4 at the same time without special leave.

5 Rule 50

6 Smoking Prohibited

7 Smoking shall not be permitted in the house or in  
8 any area of the capitol building.

9 Rule 51

10 Assignments to Subcommittee

11 The chair of the committee shall report to the house  
12 the bill number of each bill assigned to subcommittee  
13 and the names of the subcommittee members. The report  
14 shall be printed in the journal.

15 All bills, prior to consideration by the committee,  
16 shall be referred by the chair to a subcommittee,  
17 unless acted upon by a committee of the whole.

18 The chair may assign bills to subcommittees without  
19 a meeting of the committee, but the membership of the  
20 subcommittee so appointed shall be reported at the next  
21 meeting of the committee.

22 Rule 52

23 Open Meetings

24 Standing committee meetings shall be open, and  
25 voting by secret ballot is prohibited. The committee  
26 on administration and rules may close its meetings to  
27 evaluate the professional competency of an individual.

28 Rule 53

29 Quorum and Vote Requirements

30 The committee roll shall be taken at the convening

1 of each meeting to determine the presence of a quorum.  
2 A majority of the committee membership shall constitute  
3 a quorum.

4 An affirmative vote of a majority of the committee  
5 membership is required to report a bill out of  
6 committee or to suspend a committee rule.

7 A motion to reconsider may be made only by a  
8 committee member who voted on the prevailing side of  
9 the question sought to be reconsidered. A motion to  
10 reconsider may only be made prior to the adjournment of  
11 the committee meeting at which the bill was reported  
12 out.

13 If a member, who is in the committee room when a  
14 question to report a bill out of committee is put, has  
15 not asked to be excused prior to commencing to take  
16 the vote on the question, the member shall vote aye  
17 or nay unless the committee has excused the member for  
18 special reasons. However, a member may pass on the  
19 first taking of the roll call on the question but shall  
20 vote aye or nay when the member's name is called for a  
21 second time.

22 Rule 54

23 Committee Attendance Record and Report of Committee  
24 Form

25 1. A committee attendance record shall be filed  
26 with the chief clerk no later than 10:00 a.m. or two  
27 hours after the house convenes, whichever is later,  
28 of the legislative day immediately following the day  
29 of the committee meeting. The committee attendance  
30 record is a public record and may be published in the

1 journal. The committee attendance record shall include  
2 the following information:

- 3 a. The time the meeting convened.
- 4 b. The members present at the meeting.
- 5 c. The time the meeting adjourned.
- 6 d. A list of bills receiving final committee  
7 disposition.

8 2. A report of committee form shall be filed with  
9 the chief clerk no later than 10:00 a.m. or two hours  
10 after the house convenes, whichever is later, of the  
11 legislative day immediately following the day of the  
12 committee meeting for each study bill, numbered bill  
13 or resolution receiving final committee disposition.  
14 The report of committee form is a public record and  
15 a report of committee action shall be printed in the  
16 journal. The report of committee form shall include  
17 the following information:

- 18 a. The committee action taken.
- 19 b. The committee amendment number, if any.
- 20 c. The roll call vote of the committee on final  
21 disposition.
- 22 d. The minority recommendation, if any.

23 3. Upon final adjournment of the first session  
24 and final adjournment of the second session of the  
25 general assembly, the chair of each committee shall  
26 have placed the committee's book of record containing  
27 minutes, record roll calls on final disposition, record  
28 roll call votes on any amendments considered, rules,  
29 etc., with the chief clerk for access of any interested  
30 person.

1 Rule 55

2 Minority Recommendation

3 The minority of the members of a committee may  
4 present its recommendations on the final disposition  
5 of a bill to the house by attaching its recommendation  
6 to the committee report. The minority recommendation  
7 shall be noted in the journal along with the committee  
8 report.

9 Rule 56

10 Committee Amendment

11 Whenever a committee amendment is proposed which  
12 would amend another committee amendment, the amendment  
13 shall be drafted in the form of a substitute amendment  
14 and shall be considered as such.

15 Rule 57

16 Committee Notice and Agenda

17 Each committee shall prepare and publish a notice  
18 and agenda of each committee meeting at least one  
19 legislative day prior to the meeting. The notice and  
20 agenda may be placed on the desks of or transmitted  
21 electronically to committee members.

22 The notice shall contain the committee name, the  
23 date, time, and location of the meeting.

24 The agenda shall contain the matters to be  
25 discussed, including a list of bills, joint  
26 resolutions, nullification resolutions, and study  
27 bills by number. The agenda should contain the names  
28 of individuals who are scheduled to appear before the  
29 committee and the organization which they represent.

30 A bill, joint resolution, nullification resolution,

1 or study bill shall not be reported out of committee if  
2 the bill was not included in the published notice and  
3 agenda unless this rule is suspended by a majority of  
4 the total membership of the committee.

5 A committee chair may call a meeting without  
6 providing the required notice and agenda upon leave  
7 of the house if a notice is either electronically  
8 transmitted to committee members or placed on the desks  
9 of committee members.

10 Rule 58

11 Clearing of Committee Room

12 The chair of a committee may clear the committee  
13 room in case of any disturbance or disorderly conduct.

14 Rule 58A

15 Use of Telephonic or Electronic Devices in Committee  
16 Rooms Restricted

17 1. In any committee room while a standing committee  
18 is in session:

19 a. A person shall mute any cell phone, computer, or  
20 other electronic device under the person's control.

21 b. A person shall not use a cell phone or other  
22 electronic device to audibly transmit or receive  
23 communications.

24 2. The chair or acting chair of a standing  
25 committee may clear the committee room of any person  
26 acting in violation of this rule.

27 Rule 59

28 Committee Amendments

29 All amendments to a bill or resolution adopted in  
30 committee shall be incorporated in a single committee

1 amendment or incorporated in a new committee bill.

2

Rule 60

3

Withdrawal of Bills, Joint Resolutions, or

4

Nullification Resolutions From Committee

5

A bill, joint resolution, or nullification

6

resolution which has been in committee for eighteen

7

legislative days following notation of such referral

8

in the journal may be withdrawn from the committee and

9

placed on the calendar by an affirmative vote of not

10

less than fifty-one members of the house.

11

Rule 61

12

Committee Public Hearings

13

The chair of a committee may call a public hearing

14

for the purpose of receiving public comment on any

15

matter within the purview of the committee.

16

The chair shall call a public hearing upon the

17

written request of committee members according to

18

committee rules, but no more than one-third of the

19

committee members shall be required.

20

A public hearing shall not be called or requested

21

after final action on the bill, joint resolution,

22

or nullification resolution has been taken by the

23

committee. However, a public hearing called or

24

requested before final action has been taken by the

25

committee may be held after final action on the bill,

26

joint resolution, or nullification resolution has been

27

taken by the committee.

28

The chair shall designate a time and place for a

29

public hearing and provide public notice at least five

30

days prior to a public hearing.

1 A bill, joint resolution, or nullification  
2 resolution for which a public hearing has been called  
3 can be voted to the calendar but cannot be debated  
4 until after the public hearing has been held. If a  
5 bill, joint resolution, or nullification resolution  
6 for which a public hearing has been called is not  
7 debated by the house during the session in which it  
8 is introduced, the request for the public hearing is  
9 deemed to have lapsed upon adjournment sine die of that  
10 session.

11 However, public hearings which have been requested  
12 during or after the 9th week of the first session and  
13 during or after the 7th week of the second session must  
14 be held within four legislative days of the date of the  
15 request.

16 Rule 62

17 Limitation on Filing of Claims

18 All claims shall be referred to the appropriations  
19 committee. A claim referred to the appropriations  
20 committee in a prior session of the general assembly  
21 shall not be considered by the appropriations  
22 committee or by the house unless it has been  
23 specifically referred to this session by a vote of the  
24 appropriations committee. The appropriations committee  
25 is authorized to set a definite date each session after  
26 which it will not receive claims or claim bills for  
27 consideration.

28 DIVISION VI — COMMITTEE OF THE WHOLE

29 Rule 63

30 Organization of Committee of the Whole

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1 In forming the committee of the whole house, the  
2 speaker shall appoint a member to preside in committee  
3 and then leave the chair.

4 Rule 64

5 Rules in Committee of the Whole

6 The rules of the house shall be observed in  
7 committee of the whole house, so far as they are  
8 applicable.

9 Rule 65

10 Bills in Committee of the Whole

11 Bills committed to the committee of the whole house  
12 shall first be debated by section. After the report  
13 of the committee of the whole, the bill shall again be  
14 subject to debate and amendment before a vote is had on  
15 its last reading and passage.

16 Rule 66

17 Amendments by Committee of the Whole

18 All amendments made to a report committed to a  
19 committee of the whole house shall be noted and  
20 reported as in the case of bills.

21 DIVISION VII — MOTIONS

22 Rule 67

23 Order and Precedence of Motions

24 The following order of motions, listed in order  
25 of precedence, shall govern when a question is under  
26 debate:

- 27 1. Adjourn.
- 28 2. Recess.
- 29 3. Questions of privilege.
- 30 4. Lay on the table.

- 1 5. Previous question.
- 2 6. Limit debate.
- 3 7. Postpone definitely or to a certain time.
- 4 8. Refer or rerefer.
- 5 9. Defer.
- 6 10. Amend an amendment.
- 7 11. Amend.
- 8 12. Postpone indefinitely.

9 A motion to postpone definitely or to a certain  
10 time, to refer or commit, or to postpone indefinitely a  
11 particular question shall not be considered more than  
12 once on the same day.

13 Adoption of a motion to strike the enacting words is  
14 equivalent to rejection of the question.

15 Rule 68

16 Order of Consideration of Amendments

17 Amendments shall be considered by earliest position  
18 in the bill. Amendments to the same place in the bill  
19 shall be considered by the lowest amendment number. An  
20 amendment which inserts language after a line and an  
21 amendment which inserts language before the succeeding  
22 line shall be considered amendments to the same place  
23 in the bill.

24 However, an amendment to strike the enacting clause  
25 shall always be considered first. An amendment filed  
26 by a committee shall have the next highest order of  
27 priority, followed by an amendment to strike everything  
28 after the enacting clause and insert new language. An  
29 amendment to strike language or to strike and insert  
30 new language, except an amendment to strike everything

1 after the enacting clause and insert new language,  
2 shall not be considered before amendments to perfect  
3 all or part of the same portion of the bill.

4

Rule 69

5

Motions Not Debatable

6 The following motions are not debatable:

7

1. Adjourn.

8

2. Adjourn to a certain time.

9

3. Suspend house rules.

10

4. Previous question.

11

5. Close debate at a certain time.

12

6. Recess.

13

7. Defer.

14

8. Refer or rerefer.

15

9. Lay on the table.

16

10. Take from the table.

17

11. Call of the house.

18

12. Withdraw a bill or resolution from committee.

19

13. Appeal a decision of the chair.

20

14. Immediately message a bill or resolution.

21

Rule 69A

22

Constitutional Majority

23 1. The following motions require a constitutional  
24 majority for approval:

25

a. Final passage of a bill, joint resolution, or  
26 nullification resolution.

27

b. Lay on the table.

28

c. Take from the table.

29

d. Suspend house rules.

30

e. Previous question.

1 f. Withdraw a bill or resolution from committee.

2 g. Reconsider a bill, joint resolution, or  
3 nullification resolution.

4 h. Immediately message a bill or resolution.

5 2. A division must be taken on any motion which  
6 requires a constitutional majority.

7 Rule 70

8 Motion to Adjourn

9 A motion to adjourn shall always be in order, except  
10 when a member is speaking or the house is voting.

11 Rule 71

12 Withdrawal of Motions

13 After a motion is stated by the speaker or read by  
14 the chief clerk, it shall be deemed to be in possession  
15 of the house, but may be withdrawn by leave of the  
16 house.

17 Rule 72

18 Unanimous Consent

19 Unanimous consent of the members may be asked for  
20 suspension of any rule of the house. If there is no  
21 objection to the request, the rule shall be considered  
22 suspended.

23 Rule 73

24 Reconsideration

25 1. A motion to reconsider may be made only by a  
26 member who voted on the prevailing side of the question  
27 sought to be reconsidered.

28 2. A motion to reconsider may be made not later  
29 than adjournment on the legislative day following  
30 the legislative day of the action sought to be

1 reconsidered. Where the floor manager voted on  
2 the prevailing side, the floor manager has the  
3 prior right to make the motion, until adjournment  
4 on the legislative day of the action sought to be  
5 reconsidered. A motion to reconsider a nullification  
6 resolution shall be acted upon not later than  
7 adjournment on the legislative day following  
8 the legislative day of the action sought to be  
9 reconsidered.

10 3. A motion to reconsider made beginning the  
11 fifteenth week of the first regular session, or the  
12 thirteenth week of the second regular session, may be  
13 taken up when made. A motion made at any other time  
14 may be taken up prior to the third legislative day  
15 succeeding the legislative day of the action sought  
16 to be reconsidered only if called up by the mover,  
17 and after the second legislative day succeeding the  
18 legislative day of the action sought to be reconsidered  
19 if called up by any member.

20 4. The making of a motion to reconsider takes  
21 precedence over all other questions.

22 5. When passage, adoption, or failure of any bill,  
23 joint resolution, or nullification resolution is  
24 reconsidered, questions on amendments may also be  
25 reconsidered and shall be disposed of immediately.

26 6. In the event that a motion to reconsider  
27 is pending at the end of the first session or any  
28 extraordinary session of any general assembly, or the  
29 general assembly adjourns sine die, and the motion to  
30 reconsider has not been voted upon by the house, the

1 motion shall be determined to have failed.

2 DIVISION VIII — VOTING

3 Rule 74

4 Manner of Voting

5 Members present may cast their votes, either by  
6 operating the voting mechanism located at their  
7 assigned desk or by signaling the speaker from the  
8 floor of the house or from the south visitors' gallery  
9 if they are unable to vote at their assigned desk.

10 Only a member may operate the voting mechanism at that  
11 member's assigned desk. The speaker shall announce the  
12 votes of members signaling their votes. Upon direction  
13 of the speaker only those members at their desks and  
14 voting shall be counted. Members who are not present  
15 shall not cast their votes except:

16 1. Members who have not voted may record their  
17 votes on any record roll call vote except quorum  
18 calls within ten minutes after the outcome of the  
19 vote has been announced. Members shall initial their  
20 recorded votes on a copy of the record roll call at the  
21 speaker's station. However, if the aggregate of votes  
22 cast under this rule would change the outcome of the  
23 vote on a question, then none of the votes cast on the  
24 question under this rule shall be recorded. A member  
25 may request announcement of the names of members so  
26 recorded after the ten-minute period.

27 2. Members meeting in a conference committee  
28 or in administrative rules review committee at the  
29 time a vote is taken on a question may have their  
30 vote recorded within thirty minutes or adjournment,

1 whichever is first, of that same legislative day,  
2 provided the aggregate of votes cast does not change  
3 the outcome of the vote on a question.

4 Rule 75

5 Voting in the House and Duty of Voting

6 Voting on a question put to members on the floor of  
7 the house shall not occur between midnight and 8 a.m.  
8 on any legislative day except for voting on a motion to  
9 recess, defer, or adjourn. Except as limited in Rule  
10 76, every member who is in the house when a question is  
11 put shall vote unless the house has excused that member  
12 from voting for special reasons; however, such member  
13 must have asked to be excused from voting prior to the  
14 time the speaker puts the question.

15 Rule 76

16 Limitation on Right to Vote

17 No member shall vote on any question in which  
18 the member or the member's immediate family member,  
19 as defined in chapter 68B of the Code, has a direct  
20 financial interest different from other similarly  
21 situated persons or classes of persons of the general  
22 public.

23 Rule 77

24 Call of the House

25 Upon written request of five members, the presiding  
26 officer shall compel attendance of absent and unexcused  
27 members for the consideration of specified bills,  
28 resolutions, or amendments.

29 A call of the house shall specify the propositions  
30 to which it is to apply and must be put into effect

1 before roll call is taken on the proposition. The  
2 request may be filed with the chief clerk at any time  
3 before final action upon the propositions, who shall  
4 notify the house immediately.

5 Rule 78

6 Method of Calling the House

7 Upon a call of the house, the names of the members  
8 shall be called by the chief clerk and the absentees  
9 noted, after which the names of the absentees shall  
10 again be called. The sergeant-at-arms shall be  
11 directed by the speaker to compel the attendance of  
12 absent members, unless they are previously excused.  
13 Any member occupying the member's seat during a call  
14 of the house shall be counted by the speaker and that  
15 person's name entered in the journal as being present  
16 for the purpose of making a quorum.

17 Rule 79

18 Method of Calling the Roll

19 The electrical voting machine shall be used for a  
20 call of the house, a quorum call or a roll call vote  
21 on any question. If the electrical voting machine is  
22 not in operating order when it is necessary to take  
23 a record roll call vote, the presiding officer shall  
24 order the vote to be taken by calling the roll in  
25 alphabetical order, except the name of the presiding  
26 officer shall be called last.

27 During the casting of the vote with the voting  
28 machine, the individual votes and the vote totals shall  
29 be shown on the display boards. Before the voting  
30 machine is closed, the presiding officer shall inquire

1 of the house, "Have you all voted?"

2

Rule 80

3

Quorum and Record Roll Call Votes

4 A majority of the members shall constitute a quorum.

5

A record roll call vote shall be ordered upon  
6 request of any two members. The names of the members  
7 requesting the record roll call shall be entered in the  
8 journal.

9

Rule 81

10

Previous Question

11 When a member moves for the previous question, the  
12 member shall state whether the motion will apply to the  
13 main question, to all the amendments, or to particular  
14 amendments. The motion requires an affirmative vote of  
15 at least a constitutional majority of the members. If  
16 the motion for a previous question is not adopted, the  
17 house shall proceed in the same manner as before the  
18 motion was made.

19 If the motion is adopted, all debate must end and  
20 the house will vote upon the question except:

21 1. If the motion applies to the main question, the  
22 member in charge of the measure will have ten minutes  
23 to speak for the purpose of closing discussion before  
24 the vote on the measure is taken.

25 2. If the motion applies to an amendment, the  
26 member proposing the amendment will have five minutes  
27 to speak for the purpose of closing discussion before  
28 the vote on the amendment is taken.

29 3. If a member has filed a written request with  
30 the chief clerk of the house indicating the member's

1 desire to speak on a particular question. The request  
2 must be filed before the motion is made by the movant.  
3 The request allows a member to speak on a particular  
4 question before the closing discussion by the member  
5 who is in charge of the measure or who is proposing the  
6 amendment.

7

Rule 82

8

Division of the Question

9 Any member may call for a division of the question,  
10 which shall be divided if it comprehends questions so  
11 distinct that one being taken away, the remainder may  
12 stand separately for discussion by the house. Upon  
13 request to divide an amendment, the chief clerk shall  
14 restate the division and note the divided amendment in  
15 the house journal. An amendment to strike out being  
16 lost shall not preclude an amendment to strike out and  
17 insert. An amendment to strike out and insert shall be  
18 deemed indivisible.